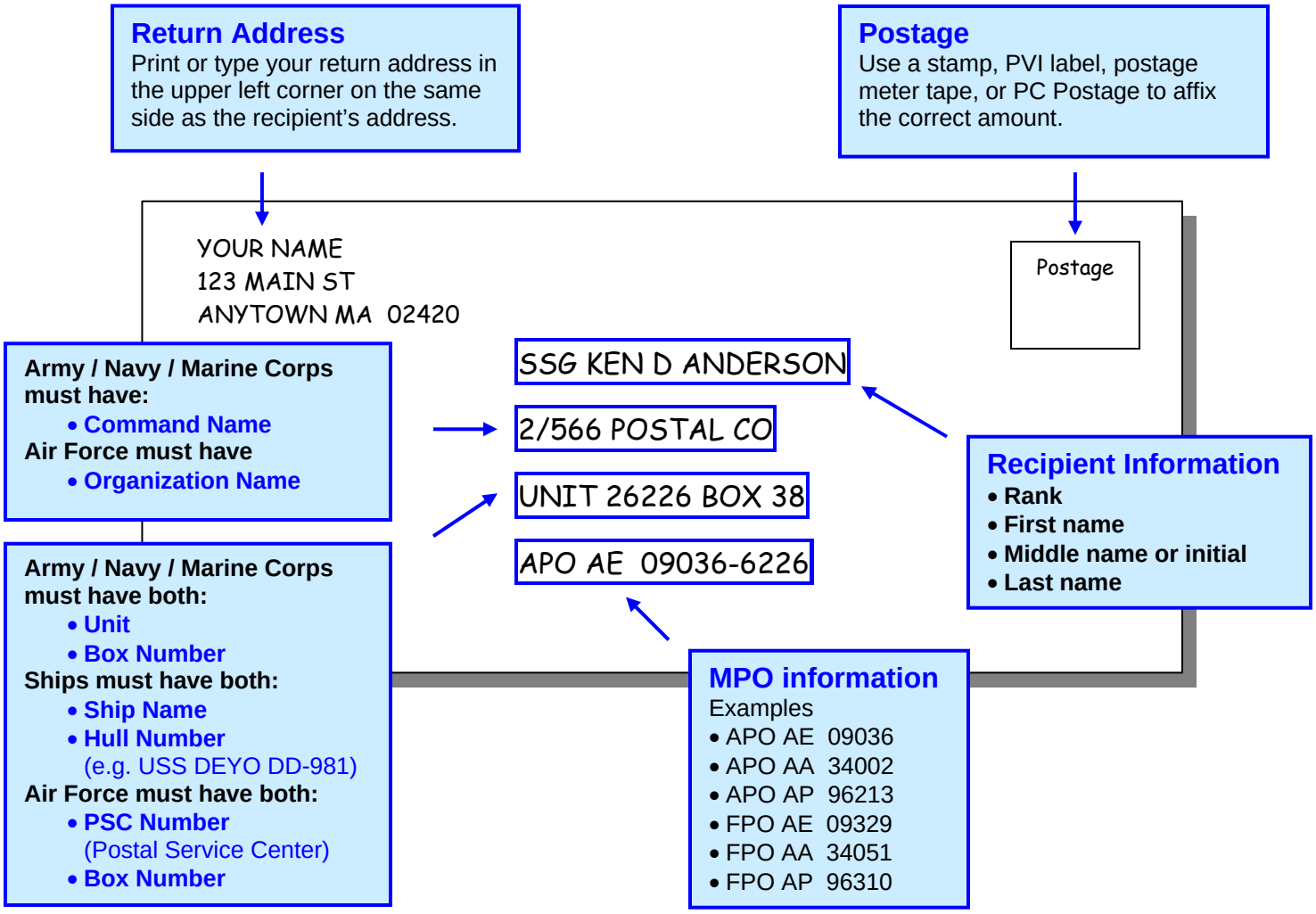
Addressing Your Mail

The accuracy of the address affects the speed and handling of your mail.



Placement

- ✓ Print the delivery and return addresses on the same side of the mail.
- ✓ Addresses should be written parallel to the longest side of the mail.

Address Tips

- ✓ Print or type clearly.
- ✓ Use a pen or permanent marker.
- ✓ Be sure the address is legible from an arm's length away.
- ✓ ***Do not*** use commas or periods anywhere in the address.
- ✓ ***Do not*** use country name in the address

ZIP Codes for overseas military mail going to APO/FPO addresses

Good information!

Check the latest Postal Bulletin for the most recent listing of active APO/FPO ZIP Codes.
Click here to go to the latest Postal Bulletin.

- Go to the "Overseas Military Mail" section
- ZIP Codes
  - Are updated bi-weekly
  - Are listed in numerical order
  - Include information about the *restrictions* to each ZIP Code
    - Make a note of which letters are beside the ZIP Code
    - The legend explaining what each letter means

Did you know?

FACTS ABOUT OVERSEAS MILITARY MAIL

- Military Mail is not the same as international mail.
- ***Do not*** put the name of the country of the APO/FPO on the mail piece.
- All articles presented for mailing must contain the following information printed clearly and together on the same side of the mailpiece:
  - ✓ A complete mailing address
  - ✓ A complete return address
- All mail weighing 16 ounces or more must be presented at a Post Office facility or other location as designated by the postmaster. Otherwise, the Postal Service will return the mail to the sender for proper entry and acceptance.